



Bath & West  
Community  
Energy Fund

Administered by



Quartet  
Community  
Foundation

## Grant Conditions

By accepting the grant, you are agreeing to the following:

- You confirm that to the best of your knowledge the information in your application and in any supporting documentation is correct, and the application was submitted with the consent of the group's Management Committee/Board of Trustees.
- To use the grant only for the purposes described in the grant offer. If there is a change in your organisation's circumstances that may affect the way in which the grant is spent, you must contact Quartet Community Foundation to discuss this.
- You confirm that your organisation maintains adequate insurance at all times and, if asked, can supply copies of insurance confirmation.
- That you will inform Quartet Community Foundation if your organisation's contact details change. This includes any changes to your group's main mailing addresses, contact telephone numbers and/or email addresses and the name and/or mailing or email address of the main contact provided in your grant application.
- To keep receipts and financial records of the way in which the grant is spent, as these may be needed for audit purposes.
- To meet the following grant condition within **three months of payment of the grant**:
  - To provide photos and a statement to [nick.bird@bwce.coop](mailto:nick.bird@bwce.coop) for use on BWCE's website to publicise the grant awarded and raise the profile of the BWCE Fund and the support it provides to community projects in Bath & surrounding areas.

- In providing the photos and a statement, the successful applicant agrees to BWCE using these materials & data; grants BWCE copyright in photos; and warrants & indemnifies BWCE that the successful applicant has the approval of anyone in the photos (and statement) that these materials will be used for the purposes of publicising and promoting the BWCE Fund.
- To publicise the grant awarded and the funded project by placement of the BWCE Fund logo on the organisation website and/or noticeboard to publicise the work of the Fund.
- These additional grant requirements are intended to raise the profile of the valuable community service provided by the BWCE Fund.
- To complete end of grant reports as requested. Further applications will not be accepted if these monitoring reports are not satisfactorily completed.
  - Six to twelve months after the grant has been paid and at the end of the project if this is significantly later, we will send you a grant monitoring report form to you to complete. This form asks for details of how the grant was spent and what was achieved including information about the impact of the project on carbon emissions and/ or fuel poverty. Where applicable, data will be required.
  - For projects that last at least 12 months, you will be asked to complete an interim monitoring report form after 6 months, at 12 months (if requested) and at the end of the project.
  - In providing the photos and a statement, the successful applicant agrees to the BWCE Fund and Quartet CF using these materials & data; grants BWCE and the BWCE Fund and Quartet CF copyright in photos; and warrants & indemnifies BWCE, the BWCE Fund and Quartet CF that the successful applicant has the approval of anyone in the photos (and statement) that these materials will be used for the purposes of publicising and promoting the BWCE Fund.
- To acknowledge the Bath & West Community Energy Fund (BWCE Fund) and Quartet Community Foundation in all publicity relating to this grant (e.g. press releases). To co-operate with publicising the grant in, for example, the local media and BWCE Fund and/ or Quartet Community Foundation publications.
  - To use both the Bath & West Community Energy Fund and Quartet's logo on all printed publicity connected with the grant (e.g. leaflets, posters). For the Quartet Community Foundation logo or fund logos to use in marketing, please email [marketing@quartetcf.org.uk](mailto:marketing@quartetcf.org.uk)

- Please note, if you provide photos or film footage as evidence of the use of the grant Quartet CF and BWCE Fund may use them in our publicity materials unless you have asked us not to do so. When photos or film are sent through to the Community Foundation it is assumed that full consent has been obtained and that the Community Foundation has the right to use the photograph(s) / film footage provided in any publicity materials, books, newspapers and magazines articles, on the foundation's website and via social media.